

PCSN SCHEME DOCUMENT

PCSN V

Issue 1
24-11-2011



PEFC Certification System Netherlands – Standard Setting Procedures

PEFC Netherlands

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PCSN V Standard Setting Procedures

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1 Objective

This document contains the procedures for setting, recording and revision the Dutch PEFC Standard.

2 Scope

This document was adopted by the General Assembly of PEFC Netherlands on 24 December 2011. This document was amended by the Board of Directors of PEFC Netherlands on 11 July 2012.

This document covers the setting, periodical review and the formal approval of the Dutch PEFC Standard by PEFC Netherlands

3 Procedures for installing of the National PEFC Forum

- 3.1 The board of directors of PEFC Netherlands establishes a National PEFC Forum according to articles 18.1 and 18.2 of the statutes. The National PEFC Forum is assembled for the development of the PEFC Standard Netherlands and for the periodical revision of this standard. For the purpose of the periodical revision of the standard, the board shall assemble the National PEFC Forum 4 years after the endorsement of the latest version.
- 3.2 The National PEFC Forum consists of relevant, interested organizations that have a clear commitment to one of the multifunctional aspects of the forest and forest management in the Netherlands, and that have an interest in the development of sustainable forest management through PEFC certification. It is preferred that the National PEFC Forum is participated by (nationally) representative organizations
- 3.3 The board shall invite all relevant interested organizations.
- 3.4 Any organization, complying with clause 3.2, that has not been invited can apply at PEFC Netherlands, should they wish to participate in the National PEFC Forum. The board will decide on their participation.
- 3.5 The board shall announce the assembly of the National PEFC Forum and the start of the standard setting and revision process through the website and newsletter of PEFC Netherlands.
- 3.6 The list of organizations participating in the National PEFC Forum is published on the website of PEFC Netherlands
- 3.7 The bureau of PEFC Netherlands will act as the central point of contact

4 Balanced representation of interests

- 4.1 The National PEFC Forum shall have a balanced representation of different interest groups and will be set up in such a way that no single interest group can dominate the decision making process.

- 4.2 The interest groups within the National PEFC Forum are
1. Forest owners and forest managers
 2. Supply chain from harvest to end user
 3. Non-wood users of the forest
 4. NGO's (environmental organizations)
 5. Employers and trade unions
 6. Science (research institutions and universities)
- 4.3 The board determines in which interest group an organization belongs and informs about this in the invitation. In consultation with the board and other interest groups an organization can request a transfer to a different interest group.
- 4.4 Every participant in an interest group is allowed to be accompanied by one or more experts from e.g. government, research, educational facilities or an umbrella organization

5 Decision making

- 5.1 Meetings of the National PEFC Forum are chaired by the chairman or secretary of PEFC Netherlands, or by a person assigned by the board.
- 5.2 The decision making in the National PEFC Forum shall be based on consensus. Consensus is explained in PEFC ST 1001:2010, clause 5.8 and 5.9.
- 5.3 When the Forum is unable to reach consensus on a certain issue, a decision will be based on voting by the interest groups. Each interest group has one vote. A decision is accepted when:
- a) 4 out of 6 interest groups are in favor of the proposal;
 - b) 3 out of 6 interest groups are in favor of the proposal and at least one interest group withholds its vote.
- 5.4 Within each interest group decision will be made based on a majority of votes. In case of equal votes the interest group shall withhold from voting in the Forum
- 5.5 When needed the National PEFC Forum will establish internal procedures based on these principles

6 Standard setting process

- 6.1 The criteria of the Dutch PEFC Standard shall:
- a) Be in compliance and consistent with PEFC ST 1003:2010 Sustainable Forest Management – Requirements.
 - b) Contain management and operational level criteria that are applicable at the level of a Forest Management Unit and, if needed, on group or regional level
 - c) Be in compliance with the Dutch laws
 - d) Be relevant to the Dutch context, where the majority of the (non-certified) forest is private forest owner property.
- 6.2 The formal approval of the standard by the National PEFC Forum is to be accompanied by a written proof of consensus

- 6.3 The final concept version of the standard shall be made public for a period of at least 60 days, in which the public has the opportunity to comment on the standard.
- 6.4 The National PEFC Forum will consider all issued comments and will, based on consensus, decide on any changes to the standard when deemed necessary
- 6.5 All issued comments, the response by the Forum and subsequent changes to the standard will be made public by the Forum.
- 6.6 Before sending the standard to the PEFC Council a pilot test will be performed. The results of the test will be documented and used to improve the standard, if necessary.
- 6.7 The final standard version will be offered to the general assembly of PEFC Netherland for formal approval.

7 Revision of the standard

- 7.1 Periodical revision: the Dutch PEFC Standard and all related documents shall be revised every 5 years according to the procedures in this document. Pilot testing during the revision is not mandatory, when, according to the board of PEFC Netherlands, sufficient experience was gained with the current standard.
- 7.2 Revision by the PEFC Council: when the PEFC Council revises its procedures on standard setting and implementation, PEFC Netherlands will inform the PEFC Council on the subsequent revision of the Dutch PEFC Standard.
- 7.3 Interim revision: PEFC Netherlands will inform the PEFC Council on any interim changes to the standard. The PEFC Council will assess the changes

8 Transparency

- 8.1 All relevant records and information, like minutes, announcements on the progress of the standard setting or revision process will be kept for at least five years and be made public on the website of PEFC Netherlands or by request.

9 Complaints

- 9.1 Any complaint relating to the standard setting process can be submitted to PEFC Netherlands and will be handled according to the Complaints Procedure of PEFC Netherlands (PCSN IX)